

Message

From: Szaro, Deb [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2A189E7C928E4EB3930E29543CAD5E5D-SZARO, DEB]
Sent: 1/21/2021 3:11:37 PM
To: Cassidy, Meghan [Cassidy.Meghan@epa.gov]
CC: Darveau, Linda [Darveau.Linda@epa.gov]
Subject: RE: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

Yes, let's leave at DD level

From: Cassidy, Meghan <Cassidy.Meghan@epa.gov>
Sent: Thursday, January 21, 2021 8:31 AM
To: Szaro, Deb <Szaro.Deb@epa.gov>
Cc: Darveau, Linda <Darveau.Linda@epa.gov>
Subject: RE: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

Thanks.

New template asks for a POC for each paper. We'll indicate the appropriate DD. If you'd prefer a central POC (either you or Bryan), please let us know.

From: Szaro, Deb <Szaro.Deb@epa.gov>
Sent: Thursday, January 21, 2021 8:05 AM
To: Cassidy, Meghan <Cassidy.Meghan@epa.gov>
Cc: Darveau, Linda <Darveau.Linda@epa.gov>
Subject: RE: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

From: Cassidy, Meghan <Cassidy.Meghan@epa.gov>
Sent: Thursday, January 21, 2021 7:46 AM
To: Szaro, Deb <Szaro.Deb@epa.gov>
Cc: Darveau, Linda <Darveau.Linda@epa.gov>
Subject: RE: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

Deb,

The message at the bottom of this string of emails references a briefing paper template. Not sure if it is the same as the one we were previously instructed to use. Can you send it along so we can double-check?

Thanks.

From: Szaro, Deb <Szaro.Deb@epa.gov>
Sent: Wednesday, January 20, 2021 6:10 PM
To: Cassidy, Meghan <Cassidy.Meghan@epa.gov>; Darveau, Linda <Darveau.Linda@epa.gov>
Subject: Fwd: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

Can you review our original issue papers tomorrow to see if they need updating?

Sent from my iPhone

Begin forwarded message:

From: "Atkinson, Emily" <Atkinson.Emily@epa.gov>
Date: January 20, 2021 at 5:46:11 PM EST
To: "Szaro, Deb" <Szaro.Deb@epa.gov>
Subject: Region 1: Updating EPA Transition Spreadsheets & Briefing Papers

Hi Deb -

Wes Carpenter asked me to reach out to you re: issue papers for the Biden First Team transition site.

Please advise if Region 1 plans to submit issue papers to be included in the Biden First Team transition site or if your office does not plan to develop any materials for the site.

The transition papers your office developed specifically for the transition period have not been brought over to the Biden First Team transition site folders but if you want them to be brought over, please let me know.

We looking to finalize the Biden First Team transition site this week so please send any new papers by Friday, January 22 at noon.

Thank you.
Emily

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Tuesday, January 19, 2021 1:10 PM
To: Career Deputy Assistant Administrators <Career_Deputy_Assistant_Administrators@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Benjamin-Sirmons, Denise <Benjamin-Sirmons.Denise@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Douglas, Arielle <Douglas.Arielle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Johnston, Khanna <Johnston.Khanna@epa.gov>; Kudarauskas, Paul <Kudarauskas.Paul@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Tanner, Lee <Tanner.Lee@epa.gov>; Teplitzky, Andy <Teplitzky.Andy@epa.gov>; Tyree, Robin <Tyree.Robin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>
Subject: RE: Updating EPA Transition Spreadsheets & Briefing Papers

DAAAs/DRAs:

Good afternoon. Just a friendly reminder that hot topics/cross agency issues papers are due to Emily Atkinson and me by COB today via email. Please let me know if you have any questions. Thanks.

Wes

From: Carpenter, Wesley

Sent: Thursday, January 07, 2021 6:00 PM

To: Career Deputy Assistant Administrators <Career_Deputy_Assistant_Administrators@epa.gov>;
Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>

Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Benjamin-Sirmons, Denise <Benjamin-Sirmons.Denise@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Douglas, Arielle <Douglas.Arielle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Johnston, Khanna <Johnston.Khanna@epa.gov>; Kudarauskas, Paul <Kudarauskas.Paul@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Tanner, Lee <Tanner.Lee@epa.gov>; Teplitzky, Andy <Teplitzky.Andy@epa.gov>; Tyree, Robin <Tyree.Robin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>

Subject: RE: Updating EPA Transition Spreadsheets & Briefing Papers

DAAAs/DRAs:

As a reminder, the briefing papers should be limited to one page. Thanks.

Wes

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Sent: Thursday, January 07, 2021 5:51 PM

To: Career Deputy Assistant Administrators <Career_Deputy_Assistant_Administrators@epa.gov>;
Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>

Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Benjamin-Sirmons, Denise <Benjamin-Sirmons.Denise@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Douglas, Arielle <Douglas.Arielle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Johnston, Khanna <Johnston.Khanna@epa.gov>; Kudarauskas, Paul <Kudarauskas.Paul@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Tanner, Lee <Tanner.Lee@epa.gov>; Teplitzky, Andy <Teplitzky.Andy@epa.gov>; Tyree, Robin <Tyree.Robin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>

Subject: Updating EPA Transition Spreadsheets & Briefing Papers

DAAAs/DRAs:

Good afternoon. As a follow-up to our discussion earlier today, I need your help and support once again to update the attached hot topics/cross agency issues spreadsheet and activity/event calendar spreadsheet by **COB Monday, January 11, 2021**. The hot topics/cross agency issues spreadsheet has workbooks for the AO and each NPM, so the regions should reach out to the AO or NPMs if regional topics/issues need to be added to the list. The calendar spreadsheet has workbooks for external activities/events, internal activities/events, and legal deadlines. Please send your updates to Emily Atkinson and me via email by the deadline.

In regards to the attached briefing topic template, please use it to develop papers on the topics and issues contained in the aforementioned updated spreadsheet for briefing the new administration staff (i.e., the First Team). Please keep in mind that you may have already developed briefing papers for the

agency review team on these topics or issues based on publicly available information. You can use these papers as a starting point and add non-publicly available information to update them using the attached template, so the new administration staff can get up to speed quickly on these topics and issues. Please plan on having these papers completed by **COB Tuesday, January 19, 2021**, as the First Team may be arriving as soon as the afternoon of January 20, 2021. When completed, please send electronic copies of the papers to Emily Atkinson and me via email.

As always, I appreciate your assistance and support on this urgent matter. Please let me know if you have any questions. Thanks, and have a nice evening.

Wes